



WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST

County Owned Wireless Device:

- Office Use or Individual
- Name Change
- Equipment Change
- Plan Change
- Delete Service

Wireless Data Device:

- Data Card
- Blackberry
- Other: **CELL PHONE**

Stipend:

- Cellular Telephone \$50/mo
- Data Pad \$25/mo

COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: PROBATE COURT Employee ID# N/A Signature: N/A

Department: PROBATE COURT Dept#: 023

Quantity: 1

Service: \$ 12 /mo (x) months = 39.99 Account: 2-1100-412-00-023-001-0532

Service: \$ /mo (x) months = Account: -619/664

Requisition Total: Requisition Number: #451497

STIPEND

(1) Employee: Employee ID# Signature:

Department: Dept#:

Quantity:

Service: \$ /mo (x) months = Account: -532

Total:

(2) Elected Official/Department Head Authorization for Request:

JUDGE JOANNE GARCIA

4/13/2022

Signature

Print Name

Date

(3) Executive Office Authorization (Commissioner's Court Departments Only):

Signature

Print Name

Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: 4G Custom Nationwide Unl. Mins + MSG Unl. + Email & Data Unl. @ \$39.99 + \$5.00 (tax/fees) /month

Commissioner's Court Action: _____ Commissioner's Court Date: _____

Approved Date: _____ Disapproved

Current County cell phone policy stipulates that employees that have cell phones assigned to them will be taxed the value of the service. Please see the following IRS document for more information: <http://www.irs.gov/govt/irs/article/0,,id=167164,00.html>, EXAMPLE 2.

REQUISITION

Req # 00451497

PO #

Date: 03/24/22

Bill To:

Vendor: 287024

VERIZON WIRELESS
 P.O. BOX 660108
 DALLAS TX 75266-0108

Ship To: COUNTY COURT AT LAW #3
 100 N. CLOSNER, 3RD FL
 EDINBURG TX 78539

Contract No: DIR-TELE-CTSA-003

Contact: GINA MORENO
 956-318-2385

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
10.00	MONTH	CO PURCHASE ORDER--CO MONTHLY SERVICE FOR WIRELESS CELLPHONE DEVICE FOR THE PROBATE COURT DEPARTMENT TO UTILIZE IN THE AMOUNT OF \$39.00 A MONTH FOR THE YEAR 2022.	39.99	399.90
		Account No _____	Encumbrance	
		2-1100-412-00-023-001-0-532	399.90	
			Freight	.00
			Total	399.90

Authorized By: _____